

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3811

**GRADE:** S-32

**TITLE:** FINANCE MANAGER,

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

**DEFINITION:**

Under the administrative supervision of the Director of Housing and Community Development, manages and directs the financial operations and fiscal planning of the department as well as the Fairfax County Redevelopment and Housing Authority (FCRHA) and entities affiliated with the FCRHA; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Financial Manager, DHCD, differs from the Chief, Finance Division, in that the Financial Manager, DHCD, class is characterized by a broader scope of financial programs, more independent accountability for monetary resources, and a wider span of supervision.

**ILLUSTRATIVE DUTIES:**

Directs all activities related to financial planning, accounting, financial reporting, auditing and purchasing for the DHCD and FCRHA;  
Organizes and administers the financial operations of an annual operating and capital budget of over \$130 million, debt/bond issues of over \$250 million and a loan portfolio of over \$12 million (FY2001);  
Organizes and directs all accounting functions including accounts payable, receivables, tenant accounts and collections, grants, fixed assets and loan servicing;  
Directs the design and implementation of the DHCD/FCHRA accounting system within the framework of online FAMIS;  
Establishes accounting policies and procedures in accord with GAAP, county, federal, state and lender/investor requirements;  
Ensures the adequacy of internal controls to safeguard agency's assets;  
Ensures compliance of a wide variety of financial reports, audits and tax returns with the auditing and reporting requirements of the U.S. Department of Housing and Urban Development (HUD), the Virginia Housing Development Authority (VHDA), the County, private lenders, tax credit investors and other regulatory agencies;  
Maintains primary signature approval authority for all documents establishing payables and authorizing payments for submission to the County Department of Finance, and on bank accounts for the FCHRA and affiliated entities (e.g. partnerships);  
Maintains authority to requisition/direct payment of funds from HUD, VHDA, trustee banks and private lenders;  
Directs and coordinates the development of multiple annual operating and capital budget requests and periodic updates for HCD and FCRHA programs and projects;

Monitors and analyzes income statements and balance sheets for all funds and major projects;

Directs accounting and financial reporting for all FCRHA real estate financing activities including the servicing of debt; draw down of grants and the fiduciary obligations to equity investors and bond holders;

Reviews the setup and servicing of loans originated by the FCRHA;

Secures all required insurance coverage (property and liability) for FCRHA and its affiliated partnerships and corporations;

Coordinates preparation and reviews all items from the Finance Division to the Board of Supervisors, FCRHA and FCRHA Committees;

Serves as primary liaison with the County Department of Finance and the Department of Management and Budget on financial matters;

Serves as a member of the DHCD's management team which plans, implements, administers and evaluates County-wide housing and community development/revitalization strategies, programs and services;

Supervises professional and support accounting-related staff;

Cultivates and maintains relationships with independent auditors, trustee banks, investment bankers, private lenders, developers, and institutional and retail bond investors.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of federal, state, and local housing programs, regulations and standards;

Thorough knowledge of, and ability to effectively apply managerial methods, practices, theories, and processes;

Knowledge of accounting-related automated systems, including data warehousing systems;

Knowledge of accounting and budgeting policies and procedures of local, state and Federal programs;

Knowledge of the laws, regulations and standards pertaining to financial management of HCD-related programs;

Knowledge of the issues relating to public and private participation in real estate acquisition/sale, financing and construction;

Ability to plan, organize, coordinate, assign and evaluate the work of professional and support staff in a complex, highly interactive work environment;

Ability to direct programs requiring coordination with other governmental agencies, private developers, lending institutions, and citizen organizations.

Ability to oversee accounting and reporting for complex capital projects which utilize multiple sources of funding;

Ability to communicate effectively, both orally and in writing

Ability to structure, prepare and deliver concise, understandable presentations on complex issues;

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Ability to establish and maintain effective working relationships with elected and appointed officials and representatives of public, private sector and community organizations.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:  
Graduation from an accredited four-year college or university with a bachelor's degree in Business, Finance, Accounting or a related field; PLUS  
Six years of progressively responsible managerial experience in the fields of accounting and finance, including experience with a variety of accounting methods to include government, enterprise and real estate.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

ESTABLISHED: October 10, 2001